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Administrative guidance for the Under Secretary of Defense Acquisition, Technology and Logistics Workforce Development Award program

Purpose

The Under Secretary of Defense Acquisition, Technology and Logistics (USD(AT&L)) Workforce Development Award is an annual event designed to recognize field organizations that have made a profound and lasting contribution to career-long learning and development of their employees in keeping with the USD(AT&L) Goal 7—Motivated, Agile Workforce.

Eligibility

All component and Defense AT&L organizations (except DAU) are eligible.

Criteria for Nominations/Selection

Up to five organizations may be recognized annually. Those USD(AT&L) field organizations that have achieved excellence in fostering learning and development, to include mentoring, continuous learning, career counseling, job rotation and shadowing, executive coaching and leadership development and succession planning should submit award nomination packages.

Administrative Process

Obtaining an Application. Starting March 28, 2005 the application for the USD(AT&L) Workforce Development Award program can be downloaded from the DAU web site at: http://www.dau.mil/ATL_Learning_and_Development/Documents/Award_Application.doc. As an alternative, a paper copy of the questionnaire will be mailed to your organization upon request. This request should be addressed to: USD(AT&L) Workforce Development Award, c/o The coordinator, Planning, Policy and Leadership Support, Defense Acquisition University, 9820 Belvoir Road, Fort Belvoir, Virginia 22060

Submitting Award Packages. Award submissions are due by August 17, 2005. DAU will coordinate a panel to evaluate all submissions and make winning candidate recommendations to USD(AT&L) for approval.

Award Presentation. The ceremony for the presentation of the Workforce Development Award will be held in the fall of 2005.

Questions regarding the USD(AT&L) Workforce Development Award should be directed to The coordinator at 703-805-4864 or e-mailed to development.award@dau.mil.

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**Under Secretary of Defense Acquisition, Technology and
Logistics Workforce Development Award**

2005

BACKGROUND

A USD(AT&L) award for Workforce Development Excellence has been established to help promote the objectives of the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) Goal 7—Motivated, Agile Workforce. This program recognizes Department of Defense AT&L field organizations that have made exemplary contributions to the career-long development of their workforce.

Submissions should include the following information:

1. Organization

a. Name:

Street Address:

City:

State:

Zip:

b. Point of contact name:

Title:

Telephone:

E-mail:

Fax:

**Alternative point of contact: name _____ ,
e-mail address _____**

2. Brief description of your organization:

a. Mission

b. Organization diagram

c. Chain of command to whom your organization reports

3. Current number of employees in your organization.

Submissions should address as many of the following areas as applicable:

1. Benefits Realized: Describe how workforce development activities have helped your organization in its mission accomplishment. Your answer should include examples of workforce practices and initiatives that contribute to your workforce's capability and organization's mission.

2. Best Practices: Describe best practices initiative within your organization that promote development of your mobile, agile workforce. An in-depth analysis with supporting metrics is required.

3. Workforce Development: Describe the objectives of your workforce development program. Which elements does your organization use (see below examples)? Describe your approach to meet your objectives and results achieved for appropriated elements selected.

- a. Internships
- b. Job Rotation
- c. Career Counseling
- d. In-house Training Programs
- e. Mentoring
- f. Job Shadowing
- g. First-line Supervisor Development
- h. Leadership Development
- i. Executive Coaching
- j. Succession Planning
- k. Government – Industry Exchange Programs
- l. e-learning
- m. Knowledge Sharing/Community of Practice
- n. Telework
- o. Tuition Reimbursement
- p. Continuous Learning

4. Workforce Development Climate: Describe infrastructure, policy, supervisor and peer support of formal programs described in question 3.

5. Training: Describe the processes, mechanisms, metrics you use to evaluate the effectiveness of training in your organization. Also address:

- a. What is your organization's training budget for FY05?
- b. How much does the training budget represent as a percentage of payroll for FY05?

6. Colleges & Universities: Does your organization have an affiliation or partnership with colleges and universities? Explain.

7. Culture: How are you using your workforce initiative to align internal culture with your external corporate mission?

8. Provide any additional information that might be useful in determining your position in the 2005 Under Secretary of Defense (AT&L) Workforce Development Award.

Enclosures can be provided to support your responses to questions. They are not to be used as a substitute for a written response. Enclosures will not be returned.

###END###



USD (AT&L) Workforce Development Award

The purpose of this award is to recognize those organizations that are promoting USD(AT&L) Goal 7— Motivated, Agile Workforce by achieving excellence in learning and development for their employees. Additionally, the award program will identify best practices for other USD(AT&L) organizations to adopt. Applications will be evaluated for their scope and innovation of the organizational approach, to include mentoring, continuous learning, career counseling, job rotation and shadowing, executive coaching, leadership development, and succession planning.

Award submissions will be due August 17, 2005. DAU will evaluate and make recommendations on winning submissions for USD(AT&L) approval by September 2005. The award ceremony is planned for the October 18, 2005.



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Frequently Asked Questions

Question: Who is eligible to participate?

Answer: All Department of Defense (DoD) Acquisition, Technology and Logistics (AT&L) field organizations. Examples of field organizations include program executive offices and acquisition commands, such as NAVAIR, ESC and TACOM. Questions concerning eligibility should be directed to the AT&L Workforce Development Award coordinator at development.award@dau.mil or 703-805-4864.

Question: What type of award recognition will my organization earn?

Answer: An award plaque from DoD AT&L and posting on the Under Secretary of Defense (AT&L) and DAU web page.

Question: What requirements must be met in order to earn an award?

Answer: All requirements can be found in the application form. Address all applicable areas.

Question: How many awards will be presented annually?

Answer: Up to five awards will be presented at a DoD AT&L annual ceremony.

Question: Will my organization need to pay any award submission fee?

Answer: There is no application fee associated with this award program.

Question: Can the award package be submitted electronically?

Answer: No. Organizations are requested to send three copies of their award to the address referenced in the attached memorandum signed by Mr. Wynne.

Question: Can support material be provided with the award package?

Answer: Yes. Up to three enclosures may be included.

Question: How often can an organization apply for this annual award?

Answer: The DoD AT&L award is an annual event. Organizations can apply for the award on a yearly basis regardless of previous award status.

Question: When is the award package due?

Answer: Packages should be received by August 17, 2005



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